

APPLICATION FOR CAREER PROGRESSION PROMOTION DOCUMENTATION OF MINIMUM REQUIREMENTS

Instructions to HRMS:

This form will be used to certify minimum qualification (MQ's) when employees are promoting to a non-supervisory career progression position (as designated in OP-110235) and all qualifying experience has occurred at a lower level in the same job family while employed by ODOC. Employees are not eligible for promotion while on probationary status.

Employee Name: _____ Employee ID #: _____
Current Position: _____ Facility/Unit: _____

The above referenced employee is requesting certification of minimum qualifications for the following career progression (check the job family title which applies and complete the blanks):

- Correctional Security Officer III — requires 18 months at Level I and II
Date of Appointment to CSO I: _____
Date of Appointment to CSO II: _____
Total # of months as CSO I and II: _____

- Probation and Parole Officer II — requires two years at Level I or one year and master's degree in psychology, sociology, social work, criminology, education, criminal justice administration, penology, or police science
Date of Appointment to PPO I: _____ Total # of months as PPO I: _____
Master's degree? Yes (**Attach transcript**) No

- Probation and Parole Officer III — requires two years at Level II
Date of Appointment to PPO II: _____ Total # of months as PPOII: _____

- Correctional Case Manager II — requires two years at Level I or one year and a master's degree
Date of Appointment to CCM I: _____ Total # of months as CCM I: _____
Master's degree? Yes (**Attach transcript**) No

- Correctional Case Manager III — requires one year at Level II
Date of Appointment to CCM II: _____ Total # of months as CCM II: _____

- Correctional Training Officer II — requires one year of experience at Level I or a master's degree in adult education or human resources development
Date of Appointment to CTO I: _____ Total # of months as CTO I: _____
Master's degree? Yes (**Attach transcript**) No

- Accountant II — requires one year of experience at Level I
Date of Appointment to Accountant I: _____
Total # of months as Accountant I: _____

- Accountant III — requires two years of experience at Level II
Date of Appointment to Accountant II: _____
Total # of months as Accountant II: _____
- Accounting Technician II — requires one year of experience at Level I or an equivalent combination of education and experience (12 semester hours of accounting may be substituted for one year of experience)
Date of Appointment to Acct. Tech. I: _____
Total # of months as Acct. Tech. I: _____
of semester hours in accounting: _____ **(Attach transcript)**
- Dental Care Assistant II — requires two years of experience at Level I
Date of Appointment to Dental Care Assistant I: _____
Total # of months as Dental Care Assistant I: _____
- Licensed Practical Nurse II — requires one year of experience at Level I
Date of Appointment to LPN I: _____ Total # of months as LPN I: _____
- Registered Nurse II — requires one year of experience at Level I
Date of Appointment to RN I: _____ Total # of months as RN I: _____
- Registered Nurse III — requires one year of experience at Level II
Date of Appointment to RN II: _____ Total # of months as RN II: _____
- Human Resources Management Specialist II — requires one year of experience at Level I
Date of Appointment to HRMS I: _____ Total # of months as HRMS I: _____
- Human Resources Management Specialist III — requires one year of experience at Level II (this career progression applies only to those positions within the department's central Human Resources unit or at facilities/units with a single HRMS position)
Date of Appointment to HRMS II: _____ Total # of months as HRMS II: _____
- Contracting and Acquisitions Agent II — requires one year of experience at Level I
Date of Appointment to Contracting and Acquisitions Agent I: _____
Total # of months as Contracting and Acquisitions Agent I: _____
- Contracting and Acquisitions Agent III — requires one year of experience at Level II
Date of Appointment to Contracting and Acquisitions Agent II: _____
Total # of months as Contracting and Acquisitions Agent II: _____
- Alcohol and Drug Counselor II — requires one year of experience at Level I
Date of Appointment to Alcohol and Drug Counselor I: _____
Total # of months as Alcohol and Drug Counselor I: _____
- Patient Care Assistant II — requires one year of experience at Level I
Date of Appointment to Patient Care Assistant I: _____
Total # of months as Patient Care Assistant I: _____

- Fugitive Apprehension Agent II — requires two years of experience at Level I
Date of Appointment to Fugitive Apprehension Agent I: _____
Total # of months as Fugitive Apprehension Agent I: _____
- Fugitive Apprehension Agent III — requires two years of experience at Level II
Date of Appointment to Fugitive Apprehension Agent II: _____
Total # of months as Fugitive Apprehension Agent II: _____
- Food Service Specialist II — requires one year of experience at Level I
Date of Appointment to Food Service Specialist I: _____
Total # of months as Food Service Specialist I: _____
- Food Service Specialist III — requires one year of experience at Level II
Date of Appointment to Food Service Specialist II: _____
Total # of months as Food Service Specialist II: _____
- Food Service Specialist IV — requires one year of experience at Level III
Date of Appointment to Food Service Specialist III: _____
Total # of months as Food Service Specialist III: _____
- Linen and Clothing Specialist II — requires six months of experience at Level I
Date of Appointment to Linen and Clothing Specialist I: _____
Total # of months as Linen and Clothing Specialist I: _____
- Linen and Clothing Specialist III — requires six months of experience at Level II
Date of Appointment to Linen and Clothing Specialist II: _____
Total # of months as Linen and Clothing Specialist II: _____
- Linen and Clothing Specialist IV — requires two years of experience at Level III
Date of Appointment to Linen and Clothing Specialist III: _____
Total # of months as Linen and Clothing Specialist III: _____
- Institutional Farms Manager II — requires one year of experience at Level I
Date of Appointment to Institutional Farms Manager I: _____
Total # of months as Institutional Farms Manager I: _____
- Institutional Farms Manager III — requires two years of experience at Level II
Date of Appointment to Institutional Farms Manager II: _____
Total # of months as Institutional Farms Manager II: _____

Please provide the following information:

1. Applicant has successfully completed or had waived probation and any training requirements for their current job family level. Yes No
2. Applicant's most recent PMP had a rating of "meets standards" or "exceed standards."

